



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

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Donna S. Taylor, Treasurer
South Carolina Bankers Association Federal
Political Action Committee
P.O. Box 1483
Columbia, SC 29202

NOV 16 2001

Identification Number: C00103861

Reference: Change in Filing Frequency 2001

Dear Ms. Taylor:

The Commission has received notification of your change from a monthly filer to a quarterly filer of receipts and disbursements. Note that during years which have no scheduled federal election, quarterly filers are required only to file semi-annually. Please be advised that under Section 104.5(e) of the Commission regulations, a committee may change its filing frequency no more than once per calendar year. A reporting schedule is provided below for the remaining 2001 calendar year.

Report Type	Coverage Dates	Reports Due For Filing
Year End Report	7/1/01-12/31/01	January 31, 2002

If the Commission can be of further assistance to you in this matter, please do not hesitate to write or call (202) 694-1130. Our toll-free number is (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division).

Sincerely,

Debbie A. Chacona
Chief, Party/Nonparty Branch
Reports Analysis Division

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial records. This includes comparing current performance with historical data and industry benchmarks. The document also discusses the importance of regular audits to verify the accuracy of the records and to detect any potential fraud or errors. It provides a step-by-step guide for conducting these audits, from the selection of samples to the final reporting of findings.

The final part of the document addresses the use of the financial data for decision-making. It explains how the information can be used to identify areas for improvement, such as reducing costs or increasing sales. It also discusses the role of financial data in budgeting and forecasting, and provides examples of how to use the data to make strategic decisions. The document concludes with a summary of the key points and a call to action for all staff members to adhere to the procedures outlined in the document.